

# Trainer Tips



## CM/ECF Shortcuts

Some CM/ECF users are more comfortable with the keyboard than the mouse. And many laptop users would rather keep their hands on the keyboard than use a trackball or finger pad. If that describes you, take a look at the keyboard shortcuts listed below to minimize the number of times you have to reach for your mouse. These suggestions might make your sessions in CM/ECF more efficient and less frustrating!

To	Press
Go to next field	TAB
Go back a field	SHIFT + TAB
Select <b>N</b> ext or <b>S</b> ubmit key	TAB* + ENTER OR TAB* + SPACEBAR
Go back to the previous screen	ALT + LEFT ARROW
Go forward to the next screen	ALT + RIGHT ARROW
Select from a drop-down list	TAB* + Type the first letter of the desired selection until it is displayed.
Select or clear a check box	TAB* + SPACEBAR
Find word(s) on page	CTRL + F
Open new browser window	CTRL + N
Print	CTRL + P
Go to top of page	CTRL + HOME
Go to end of page	CTRL + END
Select menu from browser menu bar (Example: <u>F</u> ile, <u>E</u> dit, <u>V</u> iew)	ALT + First underlined letter of menu name
Select from a drop-down menu in the browser	DOWN or UP ARROW + ENTER
Toggle between browser windows	ALT + TAB

\* Press TAB until you have selected the desired button or field.